ON-CAMPUS WORK PERMIT PROCESS APPLICATION

STUDENT’S RESPONSIBILITY – If you already have a Social Security card, skip to #3.

1. If this is your first time working in the U.S., you will need to have your new employer fill out the Student Employment On-Campus Letter and then bring it to the International Center for a signature.

2. You will take the signed Student Employment On-Campus Letter, Social Security Administration Application, along with your original immigration documents (I-20 for F-1 students OR DS 2019 for J-1 students, I-94, Passport, and U.S. Visa) to the Social Security Office to apply for your card. You will get a receipt (usually a letter) from them. If you have lost your Social Security Card, you must follow these same procedures again.

3. Bring the Social Security receipt (usually a letter) OR your Social Security card to the International Center and pick up the following forms.
   a. I-9 Employment Eligibility Verification
   b. Student Payroll Tax Residency Information
   c. W-4 Employee’s Withholding Allowances
   d. International Student Application for On-Campus Work Permission
   e. New Hire Authorization Form (Optional - Hiring Department may give this to you)
   f. Tax Treaty (IC Staff will determine if you need this form - 8233)

4. Return the completed forms to the International Center. Make sure to bring your passport, I-20, I-94, U.S. Visa AND a copy of each one.

5. You can pick-up the On-Campus Work Permit (yellow signed form) at the International Center in 3-5 days.

6. Submit a copy of the On-Campus Work Permit to your Employer/Supervisor and keep the other copy for your records.

* When you receive your original Social Security card by mail, take it to the Campus Hub so that they can update your MSU records.

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(Revised 07/2015)